

## MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-338

OPENING DATE: 16 November 2007

CLOSING DATE: 17 December 2007

ANTICIPATED FILL DATE: 8 Jan 08

### POSITION TITLE AND NUMBER

Base Operations Specialist (Exc Indef/Temp Prom)  
PDCN 7060000 MD # 1820-40LV

### UNIT/ACTIVITY AND DUTY LOCATION

HQs 139<sup>th</sup> Regt (CA)  
NCARNG, Ft. Bragg, North Carolina

### GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-0301-11 \$54,574.00 - \$70,949.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATIONS REQUIREMENTS:** Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 36 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 36 months of specialized experience*) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of the principles and standard practice of management.
2. Knowledge of the techniques of organization, direction, coordination and control.
3. Ability to formulate and execute long range plans and programs.
4. Ability to give specific guidelines relative to a particular program.
5. Ability to plan, coordinate and execute multiple logistical support plans.

**MILITARY ASSIGNMENT:** Assignment to a compatible Officer or Warrant Officer position in the unit is mandatory. (O: 01A; WO: 13, 21, 91, 92 )

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Manages the overall operational aspects of the Garrison Training Center to include long and short range planning; and directing the operation, maintenance, repair, rehabilitation, and construction of all real property. Oversees the

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Manages the overall operational aspects of the Garrison Training Center to include long and short range planning; and directing the operation, maintenance, repair, rehabilitation, and construction of all real property. Oversees the operation of all installation training center facilities, utilities, buildings, structures, roads, ranges, watersystems, disposal systems, sewage systems, bridges, communications and electrical systems. Oversees the development and implementation of the Training Center Master Plan and Range Development Plan in close coordination with the facilities engineer, other directorate staffs, and other DOD agencies to ensure long-term capabilities are available to support national defense initiatives. Ensures the provision of supply, support to troops, and training at

the installation to include requirements, procurement, storage, issue and control of ammunition, POL, Station property, cantonment supply and billeting, and transportation motor pool operations. Manages a variety of funds including program management of Range and Training Program (RTLTP) funds and Integrated Training Area Management (ITAM) funds. Coordinates with the Directorate of Facilities Engineering for agricultural out lease funds, Military Construction (MILCON & UMI) funds, and Base Operations (BASEOPS) minor construction/maintenance and repair funds. Ensures that funds provided are expended as directed within terms of the law or other agreement and that sound management principles are used to assure maximum utilization of all resources. Determines the format and content of agreements necessary to define and provide for the support and services required by all tenant activities. Approves such agreements at the local level. Directs the development of regulations, procedures and operating instructions tailored to the specific needs of the training center and addresses such functions as logistics and facilities management, range operations, administrative requirements, etc. Implements programs to ensure compliance with all environmental and natural resource regulations established by Federal, state, and local agencies. Maintains direct dialogue with regional EPA representatives concerning pending legislation affecting current and future national defense initiatives at the training centers. Responsible for insuring that the installation has the requisite noise abatement program, noise complaint processing system and follow up reporting program. Ensures required environmental documentation such as Installation Natural Resource Management Plans, Cultural Resource Management Plans, and historical holdings are current and available for public review. Ensures the continuous operational mobilization readiness of the training center and the operational ability on short notice (less than 24 hours) to support state and federal agencies in support of national defense initiatives. Maintains notification roster for call up of key personnel for immediate operational support. Directs support and coordination of secured operations in support of national defense initiatives with MACOM or higher commands. Oversees the development and implementation of peacetime aspects of the training center mobilization mission to include preparation and maintenance of the installation mobilization plan and mobilization information packet. Ensures the development and implementation of plans to prepare personnel assigned to the training center to receive mobilized units; fill requisitions; direct actions to support personnel and provide equipment to enhance operational status of deployed units. As required, directs assigned personnel and units designated to mobilize at the training center, in the planning and conducting of exercises designed to test the mobilization capability of the installation staff and mobilizing units. Communicates and coordinates with NGB, commands of other MACOM's, states, their staffs and various organizational headquarters on matters pertaining to supply and training support activities. Coordinates, supervises, and conducts precamp conferences with higher headquarters staff personnel and organizational commanders. Attends meetings, communicates, and coordinates with Federal, state, and city officials, and civic organizations for the purpose of obtaining public services, planning for future needs, and discussing community problems or development plans that affect training center operations and the community. Interacts with the local media and handles sensitive public relations problems. Responds to congressional inquiries concerning legislation that has potential impact on current and future training center operations and training. Develops procedures and implements programs to ensure, the physical security and safety of the employees, tenants, facilities, and property of the installation Training Centers. In coordination with troop commanders, directs the establishment of recreational sites and provides recreational equipment in support of troop welfare programs. Primarily serves as a 1<sup>st</sup> level supervisor. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; evaluates work performance of subordinates; gives advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions; Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase the quality of the work directed; and develops performance standards. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded. 6. Temporary Promotion may be terminated at any time without prior notification. Individual selected will be returned to previous position held upon completion of temporary promotion. 7. Temporary Promotion may be converted to permanent promotion if position becomes permanently funded.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:**

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSSM-1, SRAA-1, VCSOP-1